



# Aviation Management Plan 2004 California

**CALIFORNIA BLM  
AVIATION MANAGEMENT PLAN  
FY 2004**

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## **CALIFORNIA BLM AVIATION MANAGEMENT PLAN**

### **01 PURPOSE:**

This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for California BLM. The purpose is to clarify and standardize aviation management procedures and operations for all employees in the California State Office, all California Field Offices and all cooperating agencies.

### **02 MISSION STATEMENT:**

The BLM California Aviation Program provides safe and efficient aviation services to meet land management objectives. Utilization of technology, sound aviation management practices and highly trained, motivated personnel will reduce risk, loss, waste and expenditures.

### **03 AUTHORITY:**

This plan is a supplement to the BLM 9400 Manual. As such, it conforms with all Bureau and Departmental aviation policy.

### **04 RESPONSIBILITY:**

- A. Aviation Management Directorate (AMD): Responsible for all DOI aviation policy and performs aircraft contracting, technical inspections, procurement and payment administration. Provides Contracting Officers, Technical Specialists, Training Specialists and financial reports and services to DOI agencies.
- B. BLM National Aviation Office (NAO): Responsible for aviation policy and leadership of the BLM Aviation Program.
- C. State Director: Responsible for all BLM aviation activities in California. This responsibility is assigned through the DSD for Support Services and the State Fire Management Officer to the State Aviation Manager.
- D. State Aviation Manager: (Serves as the focal point for BLM aviation management matters in California.) Responsible for providing staff support and expertise to the State Director on all aviation issues. Provides expertise and oversight to all Field Office aviation operations, personnel and facilities. Develops and implements statewide Aviation Management Plan, aircraft safety, and accident prevention measures. Serves as Contracting Officers Representative (COR) on all BLM aircraft contracts in the State. Provides aviation training support to CASO, CDD District Office, Field Offices and other agencies. Compiles annual statewide Aviation Statistical Summary. Provides reports and support to National Aviation Office projects and initiatives.

- E. Airspace Coordination Specialist: Serves as the focal point in airspace coordination issue. Provides airspace training, briefings and familiarization for dispatchers, aircrews and ATC personnel in DOD, FAA and land management agencies. Responsible for coordination and resolution of airspace conflicts involving fire, other incident and project aviation operations. Input and management of airspace data. (Airspace issues/needs to be referred to the State Aviation Manager.)
- F. Field Office Manager: Each Field Office Manager has overall responsibility for aviation management and operations within their jurisdiction. The Field Manager may delegate these duties to A Unit Aviation Manager.
- G. Field Fire Management Officer: Each FMO also serves as the Field Aviation Manager (FAM) for one or more assigned Field Offices. Responsible for ensuring aviation operations in their jurisdiction comply with DOI and Bureau policy and regulations. Manages the aviation management program to meet all Field Office program objectives. Develops assigned personnel to meet local aviation position requirements through training and experience. Responsible for developing, updating and implementing a Field Office Aviation Plan.
- H. Aircraft Dispatchers: Logistics Coordinators and Lead Dispatchers normally fulfill aircraft dispatching duties. Responsible for procuring rental (ARA) aircraft for local administrative, fire and resource flights; ensuring that DOI/BLM/OMB requirements are met. Dispatches aircraft, provides flight following, initiates emergency/SAR procedures when necessary. Maintains documentation files on each flight, local aviation vendors, training and qualification records, pilot flight/duty records, radio logs, etc; processes flight invoices. Completes Special Use Aviation Plans for special use flights and projects. Compiles annual Aviation Statistical Summary for assigned Field Offices. Develops and updates Aviation Incident/Accident Response Plan and Local Area Aerial Hazard Map annually. May serve as Project Inspector on aviation contracts.
- I. Pilot: The pilot is in command of the aircraft at all times, and is responsible for the safety of her/himself and all passengers. Provides safety briefings to passengers and files flight plans with FAA or agency. Completes load calculations or weight and balance computations prior to flight. Must abide by FAA/DOI requirements specified in the contract or BOA. Completes flight invoices for services rendered. Operates the aircraft in accordance with applicable FARs and USDI/BLM policy and procedure. Wears Personal Protective Equipment as required. Performs a thorough pre-flight inspection of the aircraft and briefs all passengers. The pilot may terminate a flight at any time for safety reasons.
- J. Aircraft Managers: Includes Helicopter and Single Engine Air Tanker (SEAT) Managers, Air Tactical and Detection Personnel. Responsible for planning, coordinating and supervising aircraft operations according to DOI/BLM policy. Serves as Project Inspector to administer Exclusive Use, CWN or ARA aviation contracts in the field. Directs pilot and crews, conducts risk and hazard analysis, provides operational and safety briefings to aircrews, project leaders and passengers, Conducts risk and hazard analysis, completes flight invoices, daily diaries and other documentation. Consults with District or State Aviation Manager when in doubt over any aviation issue.
- K. Chief-of-Party (COP; Flight Manager): Government employee designated for a given flight

who ensures compliance with contract or Aircraft Rental Agreement (ARA) requirements and is responsible for coordinating the given flight or project. Must have received COP training within last three years. Inspects pilot certification card and aircraft data card for currency and qualifications. Briefs pilot and passengers on mission, frequencies, flight routes, hazards, flight following and ensures pilot gives safety briefing and flight is conducted within DOI/BLM policy. Ensures that flights are safely conducted and do not deviate from the filed Flight Plans or Mission Profiles without prior authorization. Initials flight invoices and routes according to local office procedures.

## **05 REFERENCES:**

- A. Title 14 CFR
- B. Departmental Manual, Parts 112, 350-354
- C. OAS Operational Procedures Memoranda (OPM's)
- D. BLM Manual Sections 1112, 1221, 1243, 1244, 1525, 9111, 9210, 9400-9470
- E. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
- F. GSA Federal Property Management Regulation (FPMR) 101-37
- G. Interagency Aviation Operational Guides (IHOG, IAG, AIG, ILOG, etc.)

## **06 GENERAL POLICY - BLM California:**

- A. The highest priority in any aviation activity will be personal safety. Our philosophy is risk reduction, proactive mitigating controls and accident prevention.
- B. California personnel performing aviation functions shall meet all qualification requirements of the DM and recognized BLM standards. Aviation personnel will be service oriented, exhibiting professionalism and integrity.
- C. Individual development, employee wellness and Workforce Diversity will be emphasized at all levels of the California Aviation Program.
- D. The aviation organization will be developed and maintained to the most efficient level, commensurate with California BLM aviation use.
- E. Management has the responsibility and opportunity to enhance the aviation program through efficient aircraft utilization. California Field Offices are empowered to accomplish their mission without undue restriction, regulation or oversight.
- F. Aviation Plans at the State and Field Office level will not implement policy or procedures less restrictive than national policy. The National Office must be notified when State and Field Office Aviation Plans are made more restrictive than the National Aviation Plan.

## **10 AIRCRAFT REQUESTS AND PROCUREMENT:**

- A. General Flights on scheduled commercial airlines are initiated through an Administrative Assistant, or using the government contract with Omega. All non-airline/scheduled

commercial aircraft acquisition and procurement will be accomplished by designated and qualified Aviation Managers, Logistics Coordinators and Aircraft Dispatchers in respective California BLM offices. This includes exclusive use contracts, Call When Needed contracts, Aircraft Rental Agreements, and use of cooperator aircraft.

- B. Aircraft Contracts. Aircraft services identified in the AWP to be accomplished within a specified time-frame and in excess of \$25,000 require a formal aviation contract. Requests for contract services and submission of OAS-13 are made to the State Aviation Manager (SAM). OAS will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). The SAM will serve as the Contracting Officer's Representative (COR) and delegate field administration of the contract to one or more Project Inspectors (PI).
- C. Aircraft Rentals/Charters. Procurement of aircraft for administrative flights, aviation projects, etc. (under \$25,000) is accomplished through the OAS Aircraft Rental Agreement (ARA). Requests for ARA aircraft are made only after airline services, contract aircraft and ground transportation have been determined to be unavailable or unfeasible. Requests are made to the local Aviation Manager/Dispatch.
- D. Cooperator Aircraft. Use of State/Local government, Military or other federal agency aircraft by BLM employees may require prior inspection and approval by OAS. Proposed flights on these aircraft must be requested as described below. Consultation with the local Aviation Manager is mandatory. All use of cooperator aircraft by the California BLB must be documented and reported (see 351 DM 1.8 OPM No. 03-38 )
- E. Flight Requests. Any request for other than scheduled commercial/air line flight requires the initiation and submission of the Aircraft Flight Request/Schedule, 9400-1a (Exhibit1). The requestor supplies information concerning purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, etc. Except for law enforcement or emergency flights, each request requires approval/signature by one level above the requestor, and shall be submitted at least three days prior to flight to local BLM Aviation Manager/Dispatch. The aviation staff will select appropriate make and model for the mission from the OAS Source List or other agency approved aircraft and complete the 9400-1a.
  - 1. Administrative Flights: All non-emergency flights require a cost analysis be performed to determine the most cost-effective aircraft, vendor and itinerary are utilized. In addition, if employees above GS-15, members of their families or non-federal travelers are passengers on the flight, prior approval is required by the Solicitors Office. This requirement is outlined in OMB Circular A-126 and is satisfied by completion of the Travel Cost Analysis, OAS-110 (Exhibits 3 & 4). This does not apply to "required use" travel or "mission" flights (see OAS OPM 95-7).
  - 2. Special Use Flights: All non-emergency Special Use (see 351DM 1.7) flights require the development of a Special Use Aviation Project Plan (Exhibit 2) and prior Field Office Manager or State Director approval.

**20 AVIATION OPERATIONS**: All aviation operations will be conducted in accordance with DM

351, OAS Handbooks, BLM 9400 and agency approved Operational Guides.

- A. General Use Flight: Point-to-point ( from one designated airport to another designated airport ), charter and high level (above 500' AGL) reconnaissance are examples of General Use Flights. Requirements:
1. Approved Aircraft Request and flight plan
  2. OAS approved pilot and aircraft, specific to mission
  3. Passengers will be manifested and briefed on safety procedures
  4. IFR, VFR and/or Agency flight plan & flight following
  5. Qualified Flight Manager / Chief of Party assigned
  6. Only mission essential passengers allowed on board
- B. Mission Flight: All flights where the purpose is to accomplish a task other than simple point to point travel. High level recon is a mission flight because the profile is not point to point and aerial observation will be performed. All Special Use flights are mission flights.
1. Approved Aircraft Request and flight plan
  2. OAS carded and/or approved aircraft and pilots
  3. Approved Project plan developed and signed by
    - a. Project Manager
    - b. Zone FMO/Aviation Manager
    - c. Zone Field Office Manager
    - d. State Aviation Manager.
  4. Passengers will be manifested and briefed on safety procedures
  5. VFR and/or Agency flight plan, flight following
  6. Qualified Flight Manager/ Chief of Party as assigned
  7. Only mission essential passengers allowed on board
- C. Special Use Flight: Low-level (below 500' AGL), external loads and fire suppression missions are examples of Special Use flight (see DM 3511.7 for definitions). All California Helicopter operations will be considered Special Use Flights. All Special Use flights are inherently higher risk and require the following procedures in addition to those listed above:
1. Personal Protective Equipment (PPE) is required by the pilot and all passengers (nomex or equivalent clothing, leather boots, nomex/leather gloves, aviators protective helmet (see DM 3511.7E and Aviation Life Support Equipment [ALSE] Handbook).
  2. Personnel / passengers operationally involved in Special Use missions must be adequately trained ( OPM 03-04 ) and qualified.
  3. Agency flight following with 15 minute radio check-in intervals giving current location by coordinates or landmark, heading, intentions.
  4. Aircraft and pilots must be approved for each Special-Use activity prior to use.
  5. All Special Use flights will have A Special Use Aviation Safety Plan (CA 9400-2 ) developed to identify hazards and mitigate risk. Each plan will be reviewed by the Unit Aviation

Manager and approved by the State Aviation Manager. The reverse side of 9400-1a may be used for one-time, non-complex flights. Each plan will implement:

- a. Aerial hazard analysis and mitigation measures, including coordination with military and other agencies to de-conflict airspace.
- b. An aerial hazard map of the flight route or project area will be reviewed by the pilot and Chief of Party prior to flight and posted in the Dispatch Office.
- c. All Special Use passengers will be listed on the plan and pre-approved. Non-essential/unofficial passengers are not allowed.

D. Flight Following: Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an en route or receiving office. Flight following procedures, check-ins and actions will be documented on 9400-1a, Resource Orders, Radio Logs or other records. The Pilot-In-Command (PIC) is responsible for executing all flight plans. Deviations from flight plans are allowed only for weather or safety related reasons; the FAA or agency will be informed at the time of deviation. All BLM flights in California will be flight followed utilizing one or more of the methods listed below:

1. Aircraft on initial attack and extended attack flight follow with dispatch and the incident. Aircraft assigned and operated on an incident for extended periods flight follow with the incident.
2. Aircraft on projects that require on-site flight following must have a pre-established plan and confirmed means of communicating with the base operations or dispatch center
3. An Instrument Flight Rules (IFR) flight plan filed with FAA, executed with radar and radio transmissions with an FAA facility. (pt. to pt.; admin flights)
4. A Visual Flight Rules (VFR) flight plan filed with FAA, executed with radio and/or telephone check-ins to an FAA facility. (pt. to pt.; admin flights)
5. For flights other than point-to-point (airport to airport), a minimum radio check in must occur every 15 minutes. The check-in must be made with the aircraft Dispatcher or a designated tracking base established in the Aircraft Flight Request. Each check-in will state current position, heading and intentions. When flying into known radio "dead spots", Dispatch will be informed of location and given an estimated time the aircraft will be out of contact. The aircraft will resume radio contact with Dispatch as soon as possible. Any flight will be terminated at the earliest opportunity without clear, positive radio contact. (Special Use or mission flights)
6. Satellite/electronic tracking systems that meet agency approval.

E. Exemptions/Waivers:

1. Low-Level Flight: The DOI has been granted partial exemption by FAA from certain



- portions of FAR Part 91. (refer to OAS Low-Level Flight Operations Guide)
2. Transport of Hazardous Materials: DOI has been granted exemption by DOT for the transport of certain Hazardous materials aboard aircraft. (refer to OAS Aviation Transport of Hazardous Materials Handbook).
- F. Law Enforcement Operations: BLM Law Enforcement personnel often operate/cooperate with other agencies in their mission. The nature of law enforcement activities requires some deviations from normal BLM aviation policy. These operations are authorized and outlined in written Memorandum of Understanding (MOU) between the cooperating agencies. Aviation Managers at the State Office and Field Office will be notified and consulted prior to any law enforcement aviation activity.
- G. Flight Crew/Air Crew/Passenger.
1. Flight Crew: pilot, co-pilot, flight engineer, or navigator.
  2. Air Crew: authorized individuals other than the Flight Crew who are essential to the success of the mission; e.g., Loadmaster, Helitack, Observer.
  3. Passenger: a person aboard an aircraft who does function as a flight crewmember or aircrew member. Only essential and "official" passengers are authorized on DOI-owned/procured aircraft; the government must derive some benefit from the transport of official passengers. Some official passengers must complete a release form, OAS-115, prior to flight. (See DM350 1.7)
- H. Air Tactical Supervision: BLM air tactical supervision includes missions performed by an Air Tactical Group Supervisor and missions performed by an Aerial Supervision Module (see Aerial Supervision Module Operations Guide- 2001 for definitions). Air Tactical Supervision operations in the Montana/Dakotas will be guided by the Montana/Dakotas BLM Air Tactical Operations Plan, Appendix A.
- I. Operational Procedures: Except where exempted, all aircraft operations will be carried out in accordance with Department, Bureau and FAA regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to a specific aviation operation or project:

**OAS Handbooks:**

- a. Aviation Life Support Equipment (ALSE), 351 DM 1
- b. Aviation Mishap Notification/Investigation/Reporting, 352 DM 6
- c. Aviation Fuel Handling, 351 DM 1
- d. Aviation Transport of Hazardous Materials, 351 DM 1
- e. Heliport Installation, 351 DM 1
- f. Airfreight/Paracargo, 351 DM 1
- g. Animal Gathering and Capturing, 351 DM 1
- h. Animal Eradication and Tagging, 351 DM 1
- i. Helicopter Short Haul 351 DM1.7

### **OAS Operational Guides:**

- a. Low-Level Flight Operations, 351 DM 1
- b. Low-Level Flight Operations Pilot Training, 351 DM 1

### **BLM Operational Guides:**

- a. Wild Horse and Burro Aviation Operations Guide
- b. Aerial Supervision Module Operations Guide

### **Interagency Operational Guides:**

- a. Air Tanker Base Operations Guide
- b. Aerial Ignition Guide
- c. Helicopter Rappel Guide
- d. Helicopter Operations Guide (IHOG)
- e. Air Tactical Group Supervisor Guide
- f. Lead plane Operations Guide
- g. Single Engine Air tanker Guide
- h. Airspace Coordination Guide
- i. Military Use Handbook (Chapter 70)
- j. Aviation Technical Assistance Directory (NFES #2512)
- k. Aviation Users Pocket Guide (NFES #1373)

## **30 AVIATION SAFETY AND ACCIDENT PREVENTION**

### **A. Pilot**

1. **Qualifications**: Only well trained, experienced and FAA certified pilots will be utilized in BLM Aviation activities. All pilots flying DOI owned, leased, contracted or rented (BOA) or Cooperator aircraft will meet requirements set forth in 351DM 3. Prior to flight a current OAS or Interagency Pilot Qualification Card (Exhibit 5) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand. If the card is not current, pilot is not checked off for the mission or some other problem arises, the flight will not commence until the local Aviation Manager is notified and the situation remedied.
2. **Flight and Duty Limitations**: Pilot flight time and duty time limitations are outlined in DM 351 1.9B. Daily and cumulative flight and duty hours will be monitored, tracked and documented on all DOI fleet, BOA and contract pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports, OAS-34 will be completed and forwarded on all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty may be further limited at management discretion.
3. **Comfort/Rest**: Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and

water and an atmosphere free of undue noise, activity and stress.

4. Sterile Cockpit: "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". This means communications with Dispatch, ground personnel and other aircraft concerning mission information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. **A sterile cockpit will be maintained within 5 miles radius of controlled and uncontrolled airports.** A sterile cockpit will also be maintained during approach, landing and take off, departure at remote helispots and airstrips for a time period specified by the pilot.
  5. Transponder Code: To the extent possible, all aircraft engaged in fire suppression operations will utilize transponder code 1255.
- B. Aircraft Certification: Only aircraft properly equipped, well maintained and FAA/DOI certified will be utilized for BLM aviation missions. All DOI owned, leased, contracted or rented aircraft will be inspected and certified for intended missions under the appropriate CFR/FAR as outlined in 350-354 DM (this includes flights on Cooperator Aircraft).
1. ARA Point-to-Point/High Recon Flights: Vendor procured and operated aircraft (ARA) conducting only direct flights between airports carrying DOI passengers and/or cargo or conducting high-level reconnaissance (above 500' AGL). The FAA has primary responsibility for inspection of these aircraft and technical oversight of the vendor for compliance under CFR Part 135. A written notice issued by OAS or the USFS will be carried aboard the aircraft indicating that the vendor has a current and approved Aircraft Rental Agreement (ARA). Although DOI/USFS has not inspected the aircraft, the notice verifies that the vendor is certified under Part 135. Aircraft without a current OAS/USFS notice should not be utilized.
  2. Special Use Flights: DOI aircraft other than described in A above must have a current Aircraft Data Card (Exhibit 6) onboard issued by OAS or USFS. This card certifies that the aircraft has been inspected and approved by either OAS or USFS and meet all FAA and agency equipment and maintenance requirements. If the aircraft doesn't have a card, the card has expired or is not approved for the intended mission no flight should occur.
- C. Mission Planning: All flights will receive a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure, reduce/mitigate risks and prevent accidents/incidents. The following are required:
1. All Flights:
    - a. Only essential flights and passengers approved (Mgt.)
    - b. Approved pilots and aircraft (Chief Of Party)
    - c. Flight Plans/Flight Following (pilot/Dispatch)
    - d. Pre-flight Inspection/Weight & Balance/Load Calc completed (Pilot)
    - e. Mission briefing to pilot and passengers (COP)
    - f. Passengers manifested and briefed on aircraft Safety (COP/pilot)

- g. Safety equipment available and utilized (all)
2. Special Use Flights: (In addition to above)
    - a. Special Use Safety Plan Prepared (Av Mgr/Dispatch)
    - b. PPE used by pilot and passengers (COP)
    - c. Hazard analysis/mitigation performed (Av Mgr/Disp/Pilot)
    - d. Hazard map developed & referred to (Av Mgr/Disp/Pilot)
    - e. Airspace de-confliction performed (Disp)
- D Environmental Factors:
1. Daylight: All DOI aircraft (except aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 min prior to official sunrise till 30 min after official sunset.
  2. Wind: Helicopter operations will cease whenever wind exceeds limitations in the aircraft Operators Flight Manual. If no limitations are prescribed in the Flight Manual the following limitations apply:
    - a. Low-Level (below 500' AGL):
    - b. Type III - 30 knots or max gust spread of 15 knots
    - c. Type I & II - 40 knots or max gust spread of 15 knots
    - d. High-Level (above 500' AGL):
    - e. All types - 50 knot winds
  3. Weather/Visibility: The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant it.
- E Aviation Incident/Accident Response Plans: Field Offices will develop and maintain current Incident/Accident Response Plans for their area of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur; listing of necessary local, state and national emergency and agency aviation safety contacts.
- F Overdue/Missing Aircraft: Aggressive attempts to contact/track aircraft that are overdue for radio/telephone check-ins or arrivals will be made by Dispatch offices. 60 minutes after the last positive check-in, if the aircraft has not been contacted or located, Dispatch will initiate search and rescue actions. Procedures will be outlined in the unit Incident/Accident Response Plan.
- G Mishap Reporting: All aviation mishaps, hazards, maintenance deficiency, incidents or accidents will be reported according to 352 DM 1& 6 and the OAS Aviation Mishap Notification/Investigation/Reporting Handbook.
1. Aircraft Accident/Incidents With Serious Potential: Reported immediately to National Transportation and Safety Board (NTSB) and OAS. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/OAS will conduct

investigation/follow-up.

2. Aircraft Incidents: All mishaps hazards other than described above. Document on "SAFECOM" (OAS-34, Exhibit 7). Send copies to OAS Safety and State Aviation Manager. Follow-up/investigation by Field Aviation Manager is discretionary. Follow-up by State Aviation Manager may be requested.
- H. Aviation Training and Qualifications: All personnel engaged in aviation activities, from passengers to upper management, will meet training, recurrency and experience requirements commensurate with their assigned aviation responsibilities. (see OPM 97-4; NWCG 310-1; or Aviation Training & Qualifications Matrix, Exhibit 9)
1. Instruction: Aviation training will be conducted by personnel approved as Interagency Aviation Trainers, OAS Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. Higher level aviation training will be requested through the State Office, OAS or NIFC.
  2. Documentation: All aviation training sessions presented at the local level will be documented on OAS-106 or similar form and retained in local files. Individual employee training, qualification and experience records (Exhibit 10) will be updated annually, authorized by the Field Aviation Manager, retained in local files and copies forwarded to the State Aviation Manager.
- I. Aviation Reviews: Each Field Office Aviation Program will be reviewed/inspected at least once every two years by the State Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the Field Office Manager within three months of review.

#### **40 AVIATION FACILITIES**

- A. Operational Bases: Heliports, retardant bases, airport facilities, etc. with permanent installations that are used on a continuous or seasonal basis as a BLM aircraft base of operation. This includes aviation facilities on BLM land and facilities on non-BLM land where BLM has primary responsibility for operations, maintenance and oversight.
1. Construction and Maintenance: The size and extent of aviation installations will be commensurate with expected aircraft use at any given site. Design criteria will provide for operational safety as well as adequate work/rest/comfort environment for pilots, aircrew members and other assigned personnel. Facilities will be constructed and maintained according to BLM Manual 9400 and 9111. Field Offices are responsible for purchase/lease, construction, maintenance and utilities relating to aviation facilities.
  2. Safety: Aviation facilities must comply with safety regulations outlined in Department/Bureau manuals, guides and handbooks as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities and landing surfaces will be inspected by Field Office Aviation Managers annually to identify maintenance or safety

deficiencies. Modifications and repairs will be made prior to the operational season. The State Aviation Manager will inspect aviation facilities at least once every two years.

- B. Temporary Bases: Helispots and remote airstrips used on a temporary or intermittent basis. If not on BLM land, these sites must be pre-approved for use. Each site should be cataloged as to location, description, local hazards, use procedures/agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

## **50 AVIATION ADMINISTRATION**

- A. Aviation References: Each Field Office and the State Office will maintain a current aviation reference library. At a minimum, each office should have:
  - a. Title 14 CFR
  - b. Departmental Manual, Parts 112, 350-354
  - c. OAS Operational Procedures Memoranda (OPMs)
  - d. BLM Manual Sections 9111, 9400-9470
  - e. FARs/Aeronautical Information Manual
  - f. OMB Circulars A-76, A-123, A-126
  - g. GSA FPMR 101-37
  - h. OAS, Bureau and Interagency Operational Guides
  - i. Unit Aviation Management/Operations Plans
  - j. State Aviation Management Plan
  - k. Aviation Training Materials
  - l. Aircraft Identification/Performance Publications
  - m. Aviation Technical Assistance Directory
  - n. CWN Helicopter/Air tanker/Retardant Contracts
  - o. AP/1A and AP/1B with western charts
  - p. OAS Source List
  - q. Unit Aviation Incident/Accident Response Plan
  - r. NOAA Sectional Charts
  - s. Unit Aerial Hazard Map
- B. Aviation Documentation: Aviation documentation requirements are described in the Aviation Documentation Matrix (Appendix B). The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. All documentation should be retained locally for at least two years. Typical files include:
  - a. General Use Flights
  - b. SES Flights
  - d. Special Use Flights
  - e. Contract/ARA Administration Files
  - f. Aviation Training and Qualification Records
  - g. Aviation Statistical Records
  - h. Local Aerial Hazard/Helispot/Airstrip Database
  - i. Aviation Incident/Accident Files
  - j. Aviation Memo/Bulletin/Alert File
  - k. Assortment of Aviation Forms (OAS, BLM, etc.)

**BUREAU OF LAND MANAGEMENT  
CALIFORNIA**

**AVIATION MANAGEMENT PLAN**

**Effective July 1, 2004**

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State Fire Management Officer

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State Director, California